

5 FAH-1 EXHIBIT H-424

Adapted for Letters to Post



United States Department of State

Washington, DC 20520

Your address if needed

City, State, zip code

Date (always month date, year)

The Honorable Someone B. Smith

XXXX [city name] Place

Washington, DC 20521-XXXX

Dear Mr./Madam Ambassador:

This exhibit shows the format for a single-spaced letter. Allow at least one-inch margins on all sides. Adjust margins, if necessary, for a well-balanced appearance. Place the date two to four lines (depending on the length of the letter) below the Department or post letterhead. In the Department, align the date with the "W" in Washington, DC; at post, align flush with the right margin.

Begin the address two to four lines below the date or classification. Enter the salutation two lines below the address. Begin the text two lines below the salutation. Single space text in block style, and double space between paragraphs.

Use the complimentary close, "Sincerely." Place the complimentary close two lines below the last line of text and align with the date or letterhead. Type the signature block four to six lines below the complimentary closing.

Sincerely,

Jane E. Doe